



**Checklist for Equivalency**  
(Re: NFPA 1021, Chapter 2, 1992 edition)  
(Ill. Admin. Code, Sect. 140.18)

**MANAGEMENT II**

**ORIENTATION**

- \_\_\_\_\_ 4-11.1. Identify the requirements for Fire Officer Certification as prescribed by the Office of the State Fire Marshal, Division of Personnel Standards and Education.
- \_\_\_\_\_ 4-11.2. Identify the laws affecting the legal rights, liabilities and responsibilities of fire service personnel.

**COMMUNICATIONS**

- \_\_\_\_\_ 4-12.1. Identify the basic elements of the communication process.
- \_\_\_\_\_ 4-12.2. Identify techniques to improve and develop effective listening skills.
- \_\_\_\_\_ 4-12.3. Identify the elements of non-verbal communication.
- \_\_\_\_\_ 4-12.4. Identify the relationship between formal and informal communication within a unit and how to enhance their ability to reduce the negative effects of gossip and rumor.

**WRITTEN COMMUNICATIONS**

- \_\_\_\_\_ 4-13.1. Identify the basic elements of effective written communication. (3-3)
- \_\_\_\_\_ **4-13.2.\* Complete a narrative report detailing both an emergency and a nonemergency incident. (2-8)**
- \_\_\_\_\_ **4-13.3.\* Complete the following reports, given the report forms and all pertinent information. (2-9.1)**
  - \_\_\_\_\_ a) **INFIRS forms**
  - \_\_\_\_\_ b) **incident reports**
  - \_\_\_\_\_ c) **procedures & policies**
  - \_\_\_\_\_ d) **correspondence**
  - \_\_\_\_\_ e) **personnel records**
  - \_\_\_\_\_ f) **maintenance records**
  - \_\_\_\_\_ g) **accident records**
  - \_\_\_\_\_ h) **electronic data processing and record-keeping**
- \_\_\_\_\_ **4-13.4.\* Collect information, input data, and prepare standard reports given a record-keeping system in the officer's area of responsibility. (2-9.2)**
- \_\_\_\_\_ **4-13.5.\* Prepare a report in clear, concise language for transmittal to a superior officer, given a personnel record. (3-9.4)**

## **WRITTEN COMMUNICATIONS (continued)**

- \_\_\_\_\_ **4-13.6.\***      **Prepare a report in clear, concise language for transmittal to a superior officer, given an equipment maintenance record. (3-9.5)**
- \_\_\_\_\_ **4-13.7.\***      **Prepare a report in clear, concise language for transmittal to a superior officer, given a fire department building's maintenance record. (3-9.6)**

## **HUMAN RESOURCE MANAGEMENT**

- \_\_\_\_\_ 4-14.1.      Identify methods used by supervisors to obtain cooperation within a group of subordinates and explain the supervisor's responsibilities in promoting cooperation within a group. (2-2.1)
- \_\_\_\_\_ 4-14.2.      Identify how each of the following affects the group behavior within the organization: (3-2.2)
- \_\_\_\_\_ a)      Understandable people
  - \_\_\_\_\_ b)      Motivating the member
  - \_\_\_\_\_ c)      Handling disputes
  - \_\_\_\_\_ d)      Introducing changes
  - \_\_\_\_\_ e)      Gaining cooperation
  - \_\_\_\_\_ f)      Supervisory cooperation
  - \_\_\_\_\_ g)      Job attitude
  - \_\_\_\_\_ h)      Company policy
  - \_\_\_\_\_ i)      Emotional status/stress
  - \_\_\_\_\_ j)      Handling complaints
  - \_\_\_\_\_ k)      Handling the problem member
- \_\_\_\_\_ **4-14.3.\***      **Demonstrate his ability to enhance leadership in a group situation, including:**
- \_\_\_\_\_ a)      **building group cohesion and morale.**
  - \_\_\_\_\_ b)      **managing interpersonal & inter group conflict.**
  - \_\_\_\_\_ c)      **understand and managing concepts of innovation and change.**
- \_\_\_\_\_ **4-14.4.\***      **Given a summary of the functions of a fire officer, develop a system of planning jobs. (4-2.2)**
- \_\_\_\_\_ 4-14.5.      Given a summary of the functions of a fire officer: (4-2.2)
- \_\_\_\_\_ a)      Identify the procedure for organizing work
  - \_\_\_\_\_ b)      Identify how work is directed by delegating, initiating, and evaluating.
- \_\_\_\_\_ 4-14.6.      Given records or forms used in evaluating personnel: (3-2.4)
- \_\_\_\_\_ a)      Identify the objectives of a member evaluation program
  - \_\_\_\_\_ b)      Identify how the common errors in evaluating can be avoided
  - \_\_\_\_\_ c)      Identify the procedures for conducting an evaluation program
  - \_\_\_\_\_ d)      Identify how to plan an evaluation conference
  - \_\_\_\_\_ e)      Identify how to conduct an evaluation conference
- \_\_\_\_\_ **4-14.7.**      **Demonstrate how to objectively evaluate and counsel personnel to encourage their development. (4-2.3)**

## **SAFETY PRACTICES**

- \_\_\_\_\_ 4-15.1. Identify the causes of unsafe acts or conditions that result in fire department accidents, injuries, or deaths. (3-13.1)
- \_\_\_\_\_ 4-15.2. Identify the most common causes of personal injury to the fire fighter. (2-13.1)
- \_\_\_\_\_ 4-15.3. Given an accident case study, identify procedures or equipment that could be changed to prevent the injury.
- \_\_\_\_\_ 4-15.4. Identify the symptoms of member-related problems in the areas of substance abuse, situational stress, and behavioral changes, and identify the appropriate action to be taken for each according to the policies and procedures established by the authority having jurisdiction. (2-2.3)
- \_\_\_\_\_ 4-15.5. Identify how the fire officer would implement a department safety regulations at the company level, given a department safety policy. (2-13.2)
- \_\_\_\_\_ 4-15.6. Identify the procedures for conducting an initial accident investigation for incidents involving personnel, equipment, and apparatus, given department safety regulations, investigation forms, and an incident scenario. (2-13.3)
- \_\_\_\_\_ 4-15.7. Identify the components of the Infectious Disease Control Program for the authority having jurisdiction. (2-13.4)
- \_\_\_\_\_ **4-15.8.\*** **Interpret an accident record and prepare a report in clear, concise language for transmittal to a superior officer. (3-13.2)**

## **ORGANIZATIONAL STRUCTURE**

- \_\_\_\_\_ 4-16.1. Given a plan, identify how the company officer would implement a new departmental personnel policy at the company level. (2-4.3)

## **GOVERNMENT STRUCTURE**

- \_\_\_\_\_ 4-17.1 Identify the basic characteristics of local forms of government in the authority having jurisdiction. (3-7.3)

( ) Indicates reference to objectives in NFPA Standards

**BOLD** Indicates practical objectives

**\*** Indicates practical objectives that can either be completed as part of a course or from completed departmental work.

